Montana Smarter System Test Coordinator
Avoiding Security Breaches

☐ 1. Inventory all test materials when they arrive.

☐ 2. Store materials in a secure location until the test window opens.

☐ 3. Train test administrators in maintaining test security.

☐ 4. Do not test before the test window opens or after it closes.

☐ 5. Do not copy or otherwise reproduce test materials.

☐ 6. Do not discuss test questions with students or faculty.

☐ 7. Record the number of test booklets and answer documents that are given to each test administrator

☐ 8. Record the number of test booklets and answer documents that are returned by each test administrator.

☐ 9. Inventory all test materials before repackaging them.

☐ 10. Return test materials to vendor by the deadline

Test Administrator
Avoiding Security Breaches

☐ 1. Store materials in a secure location when not in use.

☐ 2. Do not allow students to have access to technology which may be used to record, print, or otherwise expose test questions or stimuli to other students or outside sources at any time while test materials are present.

☐ 3. Do not give students access to secure test questions prior to testing or discuss test questions at any time.

☐ 4. Do not leave students unattended with testing materials or to take them unaccompanied to another location.

☐ 5. Store all test materials together to avoid misplacing or losing any. Immediately return them to their storage place after each session.

☐ 6. Do not copy or otherwise reproduce test materials.

School Coordinator / Test Administrator		
Standardized Testing Environment		
☐	1.	Instruct students to store all electronic communication devices, such as cell phones and headphones, before the test session begins. Inform students that they are not permitted to access any such devices until the end of the test session even if they finish before other students.
☐	2.	Do not allow students to have access to dictionaries, thesauri, or reference sources.
☐	3.	Do not allow students to use calculators when not specified.
☐	4.	Cover or remove bulletin boards, posters, or other instructional displace that could aid students during testing. This includes instructional items that are not available to all students taking the test such as graphic organizers or multiplication tables.
☐	5.	Minimize distractions during testing, including intercom announcements
☐	6.	Place "Do Not Disturb" signs on doors where testing is occurring.
☐	7.	Make sure testing environment is comfortable and has appropriate lighting.
☐	8.	Utilize testing proctors at a recommended ratio of one proctor to not more than 30 students.

School Coordinator / Test Administrator		
Standardized Test Administration Procedures		
☐	1.	Maintain a positive attitude about testing before, during and after testing.
☐	2.	Allow students to take rest room breaks in advance of testing.
☐	3.	Check to see if all eyeglasses and/or hearing devices are working and being used, if needed.
☐	4.	Clear main/home screen of calculators both before and after calculator use sessions.
☐	5.	Make sure if a test session is started that it is finished in the same day, unless otherwise specified by OPI, the assessment manual, or a student's IEP.
☐	6.	Keep voice inflections neutral in the event a required and allowable test accommodation is to read portions of the test aloud.
☐	7.	Monitor students as they test.
☐	8.	Do not allow students to leave the room unaccompanied by an adult once the student has begun a session.
☐	9.	If a student asks a question, the test administrator may respond, "I'm sorry I can't help you; just do your best."
☐	10.	If a student is utilizing the scribe accommodation, scribe exact student responses, including incorrect responses, when scribing is a specified accommodation. Include all grammatical and punctuation errors when scribing answers to constructed response questions.
☐	11.	Transcribe exact student responses, including incorrect responses, when a student's test booklet has been damaged or an alternate format has been used (such as Braille).
☐	12.	Do not coach any students.

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